



## MINUTES OF THE PARISH COUNCIL MEETING

held via Zoom on Thursday 04<sup>th</sup> June 2020,

14:00

**Present:** Cllrs B McEldowney (Chair), P Baker, J Bate, T Gillespie, I Hooper, S Osman, J Alderson

**In attendance:** Clerk – C Blake, District/County Councillor S Webb and J Till, Member of the Public - Peter Hall

20/06-01

Chairman's welcome

The Chairman welcomed all present to the meeting

20/06-02

Members' Apologies for absence

No apologies received

20/06-03

Open Forum

**3.1 Members of the Public**

Member of the public was attending as he is interested in local businesses in the area as he is currently furloughed. Pointed him to the BDC link to Business developments which he was happy to consider.

**3.2 Worcs County Councillor for the Woodvale Division and Bromsgrove District Councillors for North Catshill and South Catshill Wards.**

Cllr Webb reported that there is not a lot going on due to Corona Virus but although the Youth Club is not currently running she may ask to use The Meadows facility in Summer which would be okay for social distancing. Cllr Webb and Cllr Till are litter picking in the area on Saturday. Grass has been cut on the verges. Catshill in Bloom - although there is not a lot happening they will be planting to make the baskets in the area more attractive. Clerk reported that the dog bag dispenser post has been hit in The Meadows and needs to be replaced or mended, Cllr Webb will contact Ian Prust about this.

Cllr Webb and Cllr Till left the meeting following this section.

**3.3 Bromsgrove District Councillors Marlbrook Wards.**

No representation.

**3.4 Any other community representative**

No community representatives were present.

20/06-04

The meeting was closed for Open-Forum and re-opened.

20/06-05

Declarations of Interest

No member stated any declarable interest.

20/06-06

Dispensations

No requests for dispensation had been received. Dispensations were in place for Cllr Bate in relation to the Village Hall

20/06-07

Approval of Minutes of previous council meeting

**It was agreed** to accept the minutes of the Full Parish Council meeting held 27/02/2020 and these will be signed by the Chairman

20/06-08

Chairman's Report

Cllr McEldowney provided a report that included residents making their feelings known regarding the current housing of asylum seekers at the Britannia Hotel and the lack of consultation and facilities to house these people. Cllr McEldowney has contacted the residents and our local MP and has informed the residents that PC was not aware of this either. As far as PC is concerned and what the MP has informed us is that this is a temporary arrangement and there will be no movement of the Asylum Seekers until at least the beginning of June.

- 8.1 It was agreed** due to the pandemic to cancel this year's outside events such as Bonfire, Remembrance, Christmas Party for the Elderly and provisionally cancel the Christmas Lights switch on which Cllr Webb will update on nearer the time as to what the Government guidance states.  
**It was agreed** that the Christmas Trees and lamp-post lights would still be put up in the area. Cllr Gillespie will liaise with Cllr Webb regarding purchasing the trees nearer the time.
- 8.2** The Lengthsman tasks were discussed and the Clerk updated that the Lengthsman had contacted her and would like to start back to work asap.
- It was agreed** that the Clerk would contact him and ask him to re-commence his work on Monday 8<sup>th</sup> June. Clerk to complete a Lengthsman risk assessment asap.
- 8.3** Cllr McEldowney discussed the idea of a Summer Parish Magazine that would concentrate on what has been done to help local residents during Lockdown such as Foodbank, Catshill Support etc. also Chris Fabray would like the NP Green Infrastructure questionnaire to be included again. A local co, Catshill Design, has been in contact regarding the possibility of producing the magazine rather than using our regular printing co. Cllr Baker suggested using Bromsgrove Magazine which is a local magazine which he also writes articles in. Cllr Baker will get in touch with his contact there and ask that they contact Cllr McEldowney directly to discuss this option.
- 8.4 It was agreed** that the NP resource is not required as yet and Jim could manage the majority of the tasks himself at this time, although Cllr Baker has put together the option for virement from various costs in the current budget if this resource is required within this municipal year

**20/06-09** Clerk's Report: Emergency Actions, Update and List of Communications

- 9.1 Planting of Ivy Cottage Garden** – quote received for £1063.52 which was agreed to and this will be planted this week some time.
- 9.2 Planters under Welcome to Catshill signs** – It was agreed to use Plantscape again this year but will not be completed until 2/07/20 due to supplier delays with flowers because of Corona Virus.
- 9.3 Zurich Insurance** – **It was agreed** to use Zurich again this year as it was a small increase of £13.15 from last year totalling £1187.88
- 9.4 Cllr Webb** has requested that a dog dispenser be erected on Cobnall Road as the road is very dirty for residents, Cllr Webb will fund the dispenser if PC agree to fund the dog waste bags – **This was agreed.**
- 9.5 Asylum Seekers at Britannia Hotel** – already discussed as part of Chairman's Report above
- 9.6 Crown Car Park** - The Clerk has received a complaint with photo evidence of the Crown Car Park being used as a drug point for dealers and drug collection. PC agreed that this is a police matter but Cllr McEldowney will speak to the Licensee regarding reinstalling the barriers at both ends of the car park this will also deter travellers who may also choose the land to have their base as it is a big piece of land.

**Relevant correspondence available from the Clerk:** includes weekly CALC updates; weekly updates from BDC Planning lists, WCC road works lists and reports, Neighbourhood Watch Alerts, NRSWA, Worcestershire Voices, Wellbeing in Partnership Newsletter, Community First, Public Sector Executive online

**20/06-10** Finance

**10.1 To present the report from Independent Internal Auditor, Dianne Malley**

The audit report was received and no issues were highlighted by the Auditor.

**10.2 Annual External Audit -To review and approve the completed Annual Governance Statement as prepared by the Responsible Finance Officer – It was agreed** that Annual Governance statement is fine and would be approved

**10.3 Annual External Audit -To review and approve the completed Annual Accounting Statements 2019-2020 as prepared by the Responsible Finance Officer – It was agreed** that statements were fine and would be approved.

**It was agreed** that Clerk would be able to purchase a scanner for her current home working due to Corona Virus which would help effectiveness and efficiency rather than making a visit to the Office to use equipment whenever necessary.

**10.4 The payments and receipts report of the Clerk was received and noted**

The council's accounts spreadsheet for May was circulated see page 606 below.

Committee and Representatives Reports

**11.1 Neighbourhood Development Plan Steering Group – (Cllr J Alderson)**

Cllr Alderson stated that the Green Infrastructure Questionnaire would be available online from 05/06/20 and the 6-week consultation would also be advertised via social media and website due to the current lockdown situation.

**11.2 Finance and Staffing Committee – (Cllr P Baker)**

Cllr Baker reported to Members that Clerk's appraisal had been completed and thanked her for the work she has done since starting in July 2019. He would discuss appraisal objectives face to face once lockdown is over.

Cllr Baker stated that if another resource was required for NP then this could be met because of underspending at the current time so there are ways and means to do this with agreement from PC to be discussed in the future.

**11.3 Planning Committee – (Cllr T Gillespie)**

Only ongoing application is regarding Mad Hatter Café, Jim is dealing with it through delegated powers

**11.4 Any other report** from Parish Council representatives including those for:

**Village Hall Management Committee – (Cllr J Bate)**

Cllr Bate reported that Village Hall has been closed since 22/03/20. Finances are okay due to a £10k contribution from Government sources due to loss of earnings. Applied for a grant from NHB scheme for thermal insulation for hall roof. Deep clean will be completed before hall is reopened. Digital water flow device is being fitted which will show if there are any leaks to try and reduce water charges. Electrical work is currently being done to help Hall security.

**11.5 CPRE – (Cllr B McEldowney)**

Nothing to report

**11.6 Whitford Vale and Perryfields Development – (Cllr P Baker)**

Cllr Baker has requested a pollution prediction based on the extra houses that would be built on the site, Cllr Baker will liaise with Cllr Gillespie on this and report back when correct information is provided

**19/02-12 Date and Times for next meetings all to be confirmed if required:**

**It was agreed** that only FPC is required to be booked at this present time

**Full Parish Council – 30<sup>th</sup> July via Zoom - Time to be confirmed**

This meeting ended at 15:45 hrs

Excerpt from accounts spreadsheet for May 2020

<b>May-20</b>	<b>How paid</b>	<b>invoice ref V/R</b>	<b>Description</b>	<b>Receipts</b>	<b>Payments Gross</b>	<b>Payments VAT</b>	<b>Payments Net</b>
Salaries	s/o	v011	May Salaries		1,191.20	-	1,191.20
Chris Fabray	BACS	v014	Monthly Survey Apr fee		42.00	7.00	35.00
Zurich Municipal	BACS	v015	Insurance cover 2020-21		1,187.88	-	1,187.88
Talk Talk	d/d	v016	Office phone and broadband - April 2020		42.95		42.95
O2	d/d	v017	office mobiles		40.90	6.82	34.08
Worcestershire Telecare Ltd	d/d	v018	Lone Worker service		36.35	6.06	30.29
Waterplus	d/d	v019	water at Ivy Cottage Gardens		14.85	-	14.85
Meadowfields Ground Maintenance	BACS	V020	Maintain shrubs at gardens March 2020		237.60	39.60	198.00
Meadowfields Ground Maintenance	BACS	v021	Maintain shrubs at gardens in April 2020		237.60	39.60	198.00
DM Payroll Services Ltd	BACS	v022	Internal Audit review 2019/20		180.00		180.00
Chris Fabray	BACS	v023	Monthly Survey May fee		42.00	7.00	35.00
Mrs J Hallett	BACS	V024	Litter picker expenses March 2020		16.53		16.53
Mrs J Hallett	BACS	v025	Litter picker expenses April 2020		8.13		8.13
Worcestershire County Council	D/D	r2	Lengthsman reimbursement Feb -Mar 2020	210.00			
			<b>subtotal April-May/2020</b>	210.00	3,277.99	106.08	3,171.91
			<b>total for year to date</b>	<b>26,143.00</b>	<b>7,218.02</b>	<b>294.28</b>	<b>6,923.74</b>